CRTL - Court List

This screen displays a history of court related activity for a specific client.

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CAFSCRTL                        COURT LIST                07/06/2007    10:38
USER ID : CS4566                                          PAGE NO: 001
CAPS ID : 00001300      25     NAME: KOCH, MELISSA


TO DISPLAY, ENTER X: X ACTIVE ONLY  _ ACTIVE AND DELETED  F11, ENTER TYPE:
START FROM:              COURT REASON:
TO SELECT, ENTER I=INQUIRE, M=MODIFY, OR D=DELETE          EFFECTIVE DATES
SEL TYPE HEAR/FILE DT   REASON       DISPOSITION  STS      FROM        TO
 _   MNE  07/06/2007                              A
 _   CTO  06/03/2007  TPR            MRT FRT      A     07/01/2007  99/99/9999
 _   PET  10/01/2006  PLC            PLC          A     10/01/2006  99/99/9999
 _   PET  06/01/2006  GSP            GSP          A     06/01/2006  12/31/2006
 _   PET  01/05/2006  TIA  TLC       TIA TLC      A     01/01/2006  06/30/2006













                                                         PATH: ▮
```

Field Descriptions (F12) indicates code lookup is available.

CAPS ID (F12)
Enter the CAPS ID of the client you wish to add or view court details for.

NAME
This field will display the name of the client whose ID is entered in the CAPS ID field.

TO DISPLAY ENTER X – ACTIVE ONLY or ACTIVE AND DELETED
This field will default the "X" to active only. You can mark the "X" in front of active and deleted if you wish to view inactive court details. *Court details can be "deleted" (inactivated) if details are entered incorrectly.*

IF F11, ENTER TYPE (F12)
Prior to pressing F11 to add a new court detail, you must select the court document type you are going to add. The type of court document selected will dictate what the required fields will be on the CRTD (Court Detail) screen.

START FROM
You can enter a date in order to view court details from that date to current date.

COURT REASON (F12)
You can enter up to five specific court reason codes that you wish to view.

SEL
Enter "I" if you want to inquire on a court detail, "M" if you want to modify a court detail or "D" if you want to delete a court detail. *Once the CRTD (Court Detail) screen is updated, only certain pieces of information can be modified. In order to delete a court detail, comments must be entered on the CRTD (Court Detail) screen first to document why the detail is being deleted.*

TYPE (F12)
This field will display the court document type that has been entered for the client.

HEAR/FILE DT
This field will display the date the court document was filed or the date the hearing was held.

REASON (F12)
This field will display up to three reason codes associated with the court document.

DISPOSITION (F12)
This field will display up to three disposition codes associated with the court document.

STS
This field will display "A" (active) if the court document is active or "I" (inactive) if the court document has been deleted. *Any court documents that are inactive will not be used to determine eligibility for funding.*

EFFECTIVE DATES FROM/TO
These fields will display the date the court order begins and the date the court order ends. *If 99s is displayed in the "effective to" date, when you add a new court detail, you will receive a warning to end date the previous order, if applicable.*

Additional Information

None.